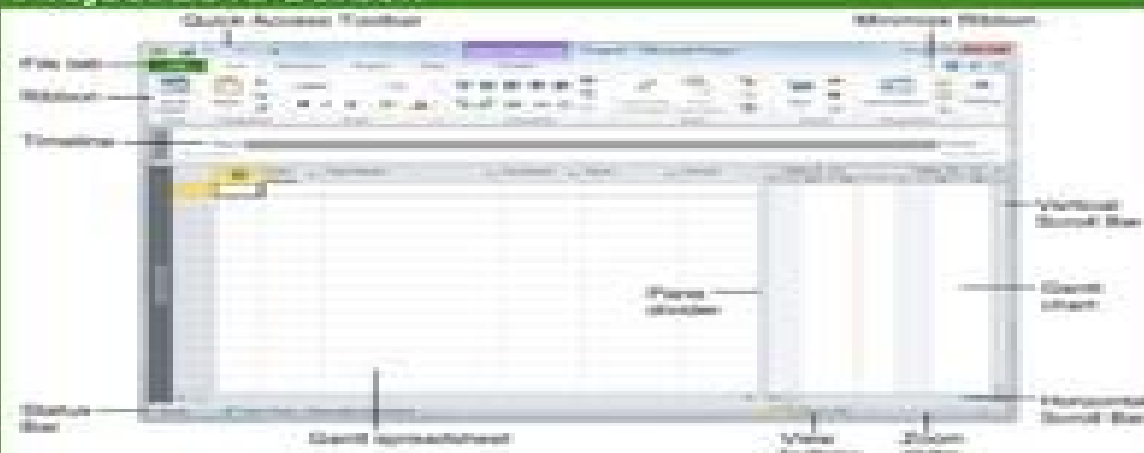


## Project 2010 Screen



## The Fundamentals

- To Create a New Project:** Click the **File** tab on the Ribbon and select **New**.
- To Create a Project from a Template:** Click the **File** tab on the Ribbon and select **New**. Select a template under the Office.com Templates section, or click **My Templates** and select a template.
- To Create a New Project from an Excel Spreadsheet or SharePoint List:** Click the **File** tab on the Ribbon and select **New from Excel spreadsheet** or **New from SharePoint task list**.
- To Save a Project File:** Click the **Save** button on the Quick Access Toolbar, click **File** tab on the Ribbon and select **Save**. Or press **<Ctrl> + <S>**.
- To View Information about a Project:** Click the **Project** tab on the Ribbon and click the **Project Information** button in the Properties group.
- To Set the Working Time Calendar:** Click the **Project** tab on the Ribbon and click the **Change Working Times** button in the Properties group. Select the calendar you want to change and select a new calendar, or enter the new working hours in the **From** and **To** boxes.
- To Update the Project:** Click the **Project** tab on the Ribbon and click the **Update Project** button in the Status group.
- To Set the Status Date:** Click the **Project** tab on the Ribbon and click the **Status Date** button in the Status group. Select the status date to report progress of the project.
- To Save a Baseline Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set baseline** option, save the plan for the entire project or selected tasks, click **OK**.
- To Save an Interim Plan:** Click the **Project** tab on the Ribbon and click the **Set Baseline** button in the Properties group. Select the **Set interim plan** option, save the plan for the entire project or selected tasks, click **OK**.
- To Calculate Project Changes:** Click the **Project** tab on the Ribbon and click the **Calculate Project** button in the Schedule group.
- To Open the Timescale Dialog Box:** Click the **View** tab on the Ribbon, click the **Timescale** button in the Zoom group, and select **Timescale**. Or, double-click inside the timescale header.
- To Adjust the Timescale:** Click the **View** tab on the Ribbon and click the **Timescale** button in the Zoom group. Or, change the options in the Timescale dialog box.
- To Adjust the Zoom Level:** Click and drag the **Zoom slider** to zoom in or out. Or, click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Choose a zoom option from the list.
- To Jump to a Task:** Select the task you wish to view. Click the **View** tab on the Ribbon and click the **Zoom To Selected Task** button in the Zoom group.
- To View the Entire Project:** Click the **View** tab on the Ribbon and click the **Zoom Entire Project** button in the Zoom group.

## Common Views

**To Display a View:** Click the **View** tab on the Ribbon and select a view from the Task or Resource Views group. Or, click a view button in the status bar of the program window. Or, click the **Task** tab or **Resource** tab on the Ribbon, click the button below in the view group, and select a view.

**Gantt Chart:** This is the default task view. Displays a task bar with bar chart information.

**Calendar:** Displays tasks and durations in a monthly calendar.

**Network Diagram:** Displays a sequence or logic diagram that shows the project's tasks and dependencies.

**Resource Sheet:** Displays a list of resources and their details in rows and columns.

**Resource Usage:** Displays assigned tasks grouped under each resource.

**Resource Form:** Displays resource information in a form view.

**Resource Graph:** Displays a graph of resources and their costs, etc., over time.

**Task Usage:** Displays a list of tasks showing assigned resources under each task.

**Task Form:** Displays task information in a form view.

**Task Sheet:** Displays a list of tasks and their details in rows and columns.

**Team Planner:** The default resource view. Choose from more advanced and specific views.

**Timeline:** Displays a list of tasks with a timeline schedule and Gantt bars.

**Tracking Gantt:** Displays a list of tasks with a baseline schedule and Gantt bars.

**Work Views:** Choose from a list of more advanced and specific views.

## Keyboard Shortcuts

Task or Resource Information	<b>&lt;Shift&gt; + &lt;F2&gt;</b>
Assign Resources	<b>&lt;Alt&gt; + &lt;F10&gt;</b>
Help	<b>&lt;F1&gt;</b>
View Context-Sensitive Help	<b>&lt;Shift&gt; + &lt;F10&gt;</b>
Go To Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F5&gt;</b>
Link Selected Task	<b>&lt;Ctrl&gt; + &lt;F2&gt;</b>
Unlink Selected Task	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F2&gt;</b>
Zoom In	<b>&lt;Ctrl&gt; + &lt;F5&gt;</b>
Zoom Out	<b>&lt;Ctrl&gt; + &lt;F4&gt;</b>

# Project 2010 Quick Reference Guide Templates

**Michael Antonovich**



## **Project 2010 Quick Reference Guide Templates:**

*SharePoint 2010 User's Guide* Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of theproduct **Dynamic**

**Scheduling with Microsoft Project 2010** Rodolfo Ambriz,John White,2011-05-15 Through the use of best practices helpful screen shots hands on exercises and review questions this book instructs you on how to build dynamic schedules with Microsoft Project 2010 that will allow you to explore what if scenarios and decrease the time you spend making static schedule changes *Microsoft Project 2010 In Depth* QuantumPM, LLC,Scott Daley,2011-01-31 This is the world s most expert complete and practical guide to succeeding with Microsoft Project 2010 World renowned project management consultants QuantumPM help you improve Project 2010 planning scheduling resource assignments budgeting collaboration workload analysis progress reporting completion closure and more Get comfortable with Project 2010 leverage its immense power and tailor it to your unique needs no matter how large or complex your project may be Real solutions new techniques innovative shortcuts Get started fast with Microsoft Project 2010 and its new Ribbon interface Plan and initiate your project to maximize the likelihood of success Create an effective preliminary project schedule Accurately define task logic and project resources Prepare work formulas and schedule resource assignments Refine and review your schedules and perform an effective Reality Check Use Project 2010 to collaborate more efficiently with colleagues and partners Track progress and

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**Planning and Control Using Microsoft® Project 2010 and PMBOK Guide® Fourth Edition** Paul Eastwood Harris,2010 The book is designed for users of earlier versions to upgrade their skills and for new planners to learn the software

**Office and SharePoint 2010 User's Guide** Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment

Microsoft Project 2010: The Missing Manual Bonnie Biafore,2010-06-21 Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get

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Europe but not in emerging regions of the globe Yet the impact of such airlines is greatest in low and middle income economies where only a small fraction of the population has ever flown and where competition from alternative modes road rail is weak *Contemporary Ergonomics and Human Factors 2011* Martin Anderson,2017-10-02 The broad and developing scope of ergonomics the application of scientific knowledge to improve people s interaction with products systems and environments has been illustrated for 25 years by the books which make up the Contemporary Ergonomics series This book presents the proceedings of the international conference on Ergonomics and Human F **Calligraphy 101** Jeaneen Gauthier,2010 Beginner s guide to materials and techniques for learning to do calligraphy Includes instructional DVD ROM Provided by publisher **MCTS Microsoft Silverlight 4 Development (70-506) Certification Guide** Johnny Tordgeman,2012-06-25 A compact certification guide to help you prepare for and pass the 70 506 TS Microsoft Silverlight 4 Development exam *Project Management Absolute Beginner's Guide* Greg Horine,2012-10-16 Succeed as a project manager even if you ve never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated for the latest web based project management tools and the newest version of PMP certification this book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple Project Management could be This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Here s a small sample of what you ll learn Master the key skills and qualities every project manager needs Lead projects don t just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned value management Smoothly manage project changes issues risks deliverables and quality Manage project communications and stakeholder expectations Organize and lead high performance project teams Manage cross functional cross cultural and virtual projects Work successfully with vendors and Project Management Offices Make the most of Microsoft Project and new web based alternatives Get started with agile and critical chain project management **Mastering Infrastructure as Code with AWS CloudFormation** Anchal Gupta,2024-12-24 DESCRIPTION In today s evolving cloud landscape IaC bridges software development and infrastructure management AWS CloudFormation a powerful AWS service enables you to define provision and manage infrastructure through code This comprehensive guide is your key to unlocking the full potential of AWS CloudFormation providing the knowledge and skills needed to create automate and optimize AWS infrastructures with precision Begin your journey with the essentials of AWS CloudFormation and create templates manage stacks and navigate the CloudFormation console with confidence Progress to mastering the design of scalable secure and efficient cloud

architectures Explore advanced techniques such as dynamic parameters reusable templates and stack dependency management With practical real world examples you will not only learn the theory but also gain hands on experience automating deployments implementing security protocols and ensuring compliance in your cloud environment Upon completing this guide you will emerge as a proficient AWS CloudFormation expert capable of crafting and managing AWS infrastructures with code The future of cloud technology is agile scalable and version controlled and you will be at the forefront of this transformative shift

**KEY FEATURES** Learn how to automate AWS Cloud infrastructure using CloudFormation templates with infrastructure as code IaC Master the design of reusable and scalable CloudFormation templates for better efficiency Discover advanced topics like stack dependencies dynamic parameters and best practices for secure AWS infrastructure

**WHAT YOU WILL LEARN** Automate AWS infrastructure with reusable CloudFormation templates Design scalable secure cloud infrastructure with best practices Manage stack dependencies and dynamic parameters efficiently Integrate compliance and monitoring into cloud environments using automation Optimize infrastructure deployments minimizing downtime and manual errors Confidently manage complex AWS infrastructure setups with IaC principles

**WHO THIS BOOK IS FOR** This book is a versatile resource for a diverse audience including AWS enthusiasts architects IT professionals DevOps practitioners SREs and developers It caters to all skill levels from beginners to advanced users aiming to master CloudFormation and IaC

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**Project Management Tools and Techniques** Deborah Sater Carstens, Gary Richardson, Ronald B. Smith, 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi



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